

THE
TRUE and GENUINE
ART,
OF EXACT
POINTING;

As also

What Concerns the *Distinction* of Syllables; the
marking of *Capitals*; and *Italick*, or different
Character:

To be used, in

Prints and Manuscripts,

As well *Latine*, as *English*.

Omne talis punctum, qui punctat singula recte.

By R. Monteith. M. A.

The Author of the Theatre of Mortality. V. 5

EDINBURGH,

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As well as the other two
On the other hand, the other two

Printed by John E. Jones, 1899

TO THE
Dean, and Faculty, of
ADVOCATS;

And to the WRITERS, to the
SIGNET.

Much Honoured, and very Worshipful,

EXACTNESS, in things, which, tho' appearing
small in themselves, yet are frequently of
the greatest Consequence in their *Effects,*
Is a part of the Character of *Comprehensive Minds.*

I, therefore, Address to You this small Sheet;
In regard of the *Honour,* that all Men deterredly
bear to Your *Illustrious Societies:* And because,
You are the properest *Judges,* of what is most
Material in the Subject thereof.

For, as You well know, how far the *Sense* of
a *Law;* Or a *Nice Clause* in a *Will,* may be to-
tally altered, by *different Pointings;* So Obser-
vations thereupon may be useful, in the *Valu-*
able Manuscripts, which You have, or may cause
to be Transcribed.

May 23.

1704.

I am,

Your Honours, and Worships
most Affectionate and Humble
Servant,

R. Montclair.

TO THE

READER.

That I may justify my Undertaking, and to anticipate Objections; do not we find Ovid Write upon a Nut? Virgil, upon a Gnat? The great Homer, the Fight of Frogs and Mice? Horace, the fall of a Tree? and the Leek? Yea, it is not unfitly said, That the Great Power, of the Supreme Architect, shines clearest, in forming the smallest Things. Here may be fitly applyed, Inest sua gratia parvis. And albeit some great Spirits, like the Eagle, will not descend, to look after a Gnat; Yet the observing the minute Nature, and use of these Points, may argue a distinct and clear Mind, capable to discern the smallest things. It is a great Property, in the Man, who omne tulit punctum. And as all Men, in Affairs, desire, and ought, to be most Punctual; So you will take in good part, That I give you this small Treatise, anent the Points.

Farewel.

THE
True and Genuine

ART,

Of Exact POINTING, &c.

PPOINTING is the Disposal of Speech, in certain Members, Distinguished by the Respective Points following; And that for the more Articulate and Distinct Reading, and Circumstantiating, of Writs, and Papers.

Such is the Usefulness of Points, that without them, all Speech, capable of Points, is Dubious and the meaning thereof Uncertain. Hence, by the Right use, of the Points, the Speech is clear and the meaning of it manifest; And by the Abuse of Points, or Wrong placing thereof, the Sense and Meaning is perverted and detorted, from the True Scope, of all Speech which is Sound Reason: As, in this following Examples.

My Son, if Sinners entice thee, consent thou not; Refraining thy Feet.

Eduardum occidere, nolite timere, bonum est.
Whereas, if these Sentences be otherwise Pointed, the sense is sadly Perverted; thus,

My Son, if Sinners entice thee, consent thou not Refraining thy Feet.

Eduardum occidere, nolite timere; bonum est.
Points may be fitly Compared, to Pudies, in

6 The true and Genuine Art,
Ship; without which, rightly placed, the Working
of the Ship is Confused and Disorderly, and
the Progress Impeded.

The Points, I am to treat of, are;

Characters	,	Names	Comma.
	;		Semicolon.
	:		Colon.
	.		Point.
	?		Point of Interrogation.
	!		Point of Admiration.
	O		Parenthesis.
	-		Hyphen, or Maccaph.
	’		Apostrophe.

Comma, is a mark, for a small Pause, or Delay, after uttering that part of Speech, which is Pointed and Circumscribed therewith, such as may be seen betwixt each Word, in this Verse.

*Pastor, Arator, Eques, Pavi, Colui, Superavi,
Capras, rus, hostes, fronde, ligons, manu.*

Or, in this Verse,

The Elements, Earth, Water, Air and Fire.

Semicolon, or *Comma majus*, is the Note or Mark, for a longer pause, halt or delay, in utterance, than that after a *Comma*; as in this Speech:

Thou Consider, what Riches can do, not so, what Virtue.

Colon requires a Pause some what longer, than after a *Semicolon*; As, *Make good use, of Time: for years run swiftly away.*

Point, or *Punctum*, closes the period, or makes

the Sense and meaning perfect, as you may observe, at the end of the above Examples.

Point of Interrogation is to be placed, when any Question is asked; as, *How are you in Health? How stand your Affairs?*

We use the *Point of Admiration*, when any strange or uncouth matter is exprest. As, *Woe's me! Unhappy Man!*

Parenthesis includes Words, which tho' you take from the Sentence, the Sense, and meaning remains entire. As, in this Verse,

*Munera (crede mihi) placant hominesque, Deosq;
Gifts (Credits me) appease both God and Men.*

And you must observe, that if these Words, enclosed in Parenthesis, shall be placed, either in the beginning of a Sentence, or in the end thereof, they do not admit the Parenthesis; for it were absurd, to say, *(crede mihi) Munera placant Deos, &c.*

They erre, who include one *Parenthesis*, within another; and those who use many *Parentheses*, are justly called *Pedantick*. Now adays, many chuse rather, to use two *Comma's*, than *Parenthesis*: Especially, where the words enclosed are few. As in the former Example, *Munera, crede mihi, placant, &c.*

Hyphen, as the *Greeks* call it, or, rather *Maccaph*, as the *Hebrews*, or, a *Division*, as the *Printers* call it, is a little line, joining two Words together, as *Praise-worthy*. And which takes place also, in dividing Words at the end of Lines; whereof afterward.

Apostrophe is a little semicircle, like a *Comma*, put above the head of a Word, to shew the Eli-

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sion, or taking away, of a Vowel; and it is ordinarily placed, to distinguish the *Genitive Case singular*, from the *Nominative Plural*; As, *Majesty's* is the *Genitive singular*, having the *Apostrophe*, above the place of the elided *e*: whereas without *Apostrophe*, and inserting the *e*, it is the *Nominative Plural*. Sometimes also the *Apostroph*, distinguishes the *Genitive singular*, from the *Accusative*, or *Nominative Plural* in words ending with a Vowel, so *Muse's* is *Genitive singular*, to distinguish it from *Muses* the *Accusative Plural*, tho in Words ending with *a*, it hardly produces that Effect. And I place the Character of the *Apostrophe*, betwixt two small Rods; to distinguish it, from a Comma. But, in meeter, and sometimes in Prose too, you shall find it used, either in the beginning, middle, or end of a Word. As, *'midst*, for *amidst*. *'Gainst*, for *against*. *Rev'rend*, for *Reverend*. *Man'*, for *many*. So, *'em*, for *them*.

When you shall use *Comma*, *Semicolon*, *Colon*, &c. you shall see by and by.

Only, in the *Threshold*, it is fit to advertise, That the great matter, of *Pointing*, consists solely and wholly, upon the *Concordance* or *Government* of *Words*. And therefore those, who are *Ignorant* of *Grammar*, can hardly attain to *Pointing*.

Hence, if any Sentence shall be so short, as to consist but of two Words; yet these require a *Comma* betwixt them: If there be no *Concordance* or *Government*, among them. As here, *Cave, Dicam*. Yea, if there should happen a *Constriction*, yet if the *Subjunctive Verb* be under-

stood,

Of Exact Pointing &c.

Good; there must be a Comma, betwixt the *Predicase* and the *Subject*; As, *Turpe, senex miles.*

For Pointing of Titles.

IF the Title, of a Book, consist of one single Word; or, of two, or more, under the same *Concordance* or *Government*: then it requires, a Colon, after it: Especially, when the following words, come not under the same *Construction*. As, *Self-Denyal*. But, if there follow an *Explication* of that Title, ushered in, with the *Alternative Or*; and perhaps, *That is to say*: Then you must put a Comma, after *Or*; and after *that is to say*. And the following Words are to be Pointed, by the Ensueing Rules.

Pointing, of Sentences.

IF the Title, of a Book, contain a *Sentence*, divided into several Parts; then, you must Point it, according to its several Parts: Observing always the full extent of the Sentence. As, in that Book, Named, *Thesauri, Medicinae practicae, breviarium; Cum indice Remediorum initij contentorum: Autore, Thoma Burneco, Equite Aurato, & Serenissima Regina, Medico Primario.*

When a Sentence begins, with a *Noun*, relating to several *Constructions*; then that *Noun* must have a Comma after it: Because, it equally respects all the following *Constructions*. As, *Man,*

The True and Genuine Art
that is born, of a Woman, is of few days, and full of
Trouble.

When a Sentence begins, with a *Noun*, not in Construction with the next Words, but relating to a following *Verb*; That *Noun* must have a Comma after it. As, Prov. 11. 9. *A hypocrite, with his mouth, destroyeth his neighbour; but through knowledge, shall the just be delivered.*

When a Sentence begins with a *Noun*, in Construction, and immediatly relates to, or goes before a *Verb*; which *Verb* also ruleth the *Accusative Case*, after it: There is no Point to be placed, but after that *Accusative Case*, and it must be Semicolon, when the Sentence is half compleat, or hath some *Antithesis*, or *Opposition*, to the following Words. As, Prov. 11. 16. *A gracious Woman retaineth honour; and strong Men retain riches*

In respect, one and the same Word may be both a *Conjunction* and an *Adverb*, therefore you must distinguish. When it is a *Conjunction*, it is fitly joined, by some Mediation, with its *Verb*. As, Psal. 6. 5. *Because, of thee, in death, there shall no more remembrance be.* Whereas, when it is an *Adverb*, it must adhere to the Word it Rules. As, Psal. 16. 9. *Because of this, my heart is glad.* The same to be said, of *For* &c. So, an *Adverb* must be distinguished, from a *Preposition*. As, *without more white.* If *without* be an *Adverb*, it must have a Comma, after it; if a *Preposition*, it must not.

When a Sentence begins, with an *Adverb*, or *Conjunction*, separated from a *Verb*, then it must have a Comma, after it; and the other Points

must take place, till the *Verb* appear. As, *And, in those days, it came to pass.* Whereas, if nothing intervene, it may fitly come under the same comma, with its *Verb*. As, *And it came to pass, in those days &c.*

In a long *Induction*, or *Enumeration*, of Particulars; each Clause or Branch should be shut up with a Semicolon; As, *Job. 12. 17. to the 24. inclus. So Job. 21. from 8. to 14. So Job. 31. from 5. to 29.* The same may be said, of a *Climax*, or *Gradation*.

To make Points Regularly, each *Construction*, or two together, should have a Comma, and these, to the number of five at most, should have a Semicolon; and afterwards, as many require a Colon: And then as many more, or perhaps fewer, a Point. Not to say, but, that in a short Sentence, after 2 or 3 Comma's, shut up with a Semicolon, the Sentence may be brought to a Point. Or, sometimes, an *Illative*, or *Recapitulatory* Sentence, may be shut up, with a Comma, or two, one Semicolon, and a Point.

If, in any Sentence, the *Potentiality*, *Futurity*, or *Volition*, of any *Verb*, be separated from the *Verb* it self; there must be a Comma, after the *Potential* or *Futuristic* Particle. As, *In which Case, if any shall, after due premession, fail, in the Premisses &c.* The same may be said of the Particles *may, can, will, &c.*

After Deduction of a Matter, when the Affair comes to a Conclusion, so as to end a Paragraph; if the next shall begin, with these, or such like Words, *These things being Premised*, they require a Semicolon, or Colon, after them;

and then the Sentence goes on, by the above Rules.

Regularly, every Sentence, which is followed by the Adverbial Adverb *Neither*, should have a Point, or *Punctum*. And if there be several Sentences, beginning with that Adverb, then they may be closed, as in *Induction*, or *Conclusion*, formerly mentioned.

If, in any Sentence, there be a *Question*, *Exclamation*, or *Admiration*, the *Proper Point* is to be placed at the end of the whole Sentence. As, *Matth. 16. 26. What shall it profit a Man, if he gain the whole World, and lose his own Soul? Or, what shall a man give in Exchange for his Soul? O curva, in terras, anima, & coelestium inanēs! Isa. 1. 2. Hear O Heavens, and give ear O Earth; for the Lord hath spoken: I have nourished and brought up Children, and they have rebelled, against me!*

Some think, there should never be put a Point, nay nor a Colon, betwixt two Phrases or Sentences; if the Words of the one be Governed by the Words of the other: Or Agree, with them in Concordance.

If any Sentences begin, with other Parts of Speech, than what mentioned, the above Rules will serve, as well there, as before.

Of the Distinction, of Syllables.

Since no Syllable is to be Divided, the Three following Rules must be diligently noticed; or else it shall happen, that one part of any Word shall to be Written, in the End of a former Line, and the other part of that Word in the following.

1. A Consonant, placed betwixt two Vowels, belongs to the latter. As, in the Word *A-dam*, is *ma-ny*, not *Ad-am*, *man-y*. In *Latine*, it is not less fully so; for we must divide *Ad-est*, *Alter-uter*, *estus* not *a-dest*, *alte-ruter*, &c.

2. Consonants, which cannot consist, or stand together, in the beginning of a Word, are not to be joined together, in the middle of a Word. As *Har-dy*, *Har-ness*, not *ha-rdy*, *ba-rness*; because, no word begins with *rd*, nor *rn*.

3. Consonants, which can stand together, in the beginning of a Word, are not to be Divided, in the middle, of a Word. As, *Instru-cti-on*, *Ap-ti-tude*, &c. not *Instruc-tion*, *Ap-ti-tude*. Because we say, in *Latine* *Cresipho*, *Ptolemæus*.

In thir three Rules, it will contribute much, to understand the *Etymologie*, or *Roots*, of Words. Further, for your help, you have the subjoined Table; which, tho' Illustrated, by *Latine* Examples, will serve also for *English*, in its due Sphere.

Table, for Distinction of Syllables.

bd. he. bdomas		Bdellium.
cn. te. chna		Cnæus.
ct. do. ctus		Ctesipho.
gn. a. gnus		Gnatus.
om. o. mnis		Mnemofyne.
phth. na. plitha	} because	Phthisis.
ps. scri. pli	} they say	Psitacus.
pt. a. ptus		Ptolemæus.
sb. le. sbia		Sbesis. Gr.
sc. pi. scis		Scamnium.
sm. co. smus		Smaragdus.
sp. a. sper	} because	Spero.
sq. re. squa	} they say	Squalor.
st. pa. stor		Sterto.
tl. a. tlas		Tleptolemus.
tm. la. tmus		Tmolus.
tn. x. tns		Thnesco. Gr.

That the Reader may Write or cause Print, his Manuscript, aright, as well as Point it; I have drawn out the following Rules, for Capitals: Or, what Words should begin with Capital Letters, And what Words should be Write, or Printed, *diversa caractere*, or in *Italick*, as the Printers speak.

1. Every Sentence should begin, with a Capital Letter. Yea, it is thought, every Semicolon, or Colon, should have a Capital Letter next after it.

2. Proper Names of Men, Nations, Cities, Rivers, &c. should all begin, with Capitals. As
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also the *Adjectives* drawn from the above Names, of *Men, Nations, &c.* And generally all *Substantive Nouns*.

3. Names of *Dignities*, as *God, Christ, Emperour, King, &c.*

4. Names of *Arts, and Sciences*. As *Grammar, Logick, &c.* As also the *Terms of Art*, used in these Arts and Sciences; As *Verb, Noun, Pronoun, &c.*

5. Every *Verse* should begin with a *Capital*.

6. A Word taken *Materially* should begin with a *Capital*.

7. The *Alternative Or* should still be a *Capital*.

Of *Italick*, or different Character.

1. **W**ords *Materially* taken should be put in *Italick*, or different Character.

2. Proper Names of *Persons, Places, Dignities, Offices, &c.* together with the Words of *Foreign Languages*.

3. The *Adjectives*, in Titles of Books, should be put in *Italick*.

4. Every *Emphatick Word*, or Word of Importance in the Matter Treated of, should be in *Italick*.

F I N I S.

